

**IMMIGRATION SERVICES FUNDING
LEGAL TRAINING AND TECHNICAL ASSISTANCE
FY 17/18 QUARTERLY REPORT
IS-LTTA (4/18)
INSTRUCTIONS**

CONTENT

The quarterly IS-LTTA report contains statistical information for the Immigration Services Funding (ISF) Legal Training and Technical Assistance (LTTA) service during the reporting quarter. The Welfare and Institutions Code (WIC) section 13302-13306 requires the California Department of Social Services (CDSS) to collect demographic data regarding the services provided through this funding. As outlined in WIC section 13302-13306, the CDSS will report detailed summaries of the number of LTTA provided, non-profit organizational practices, and other related information on services provided. In addition, the data requested is designed to monitor the CDSS contractors in their efforts to assist ISF contractors.

COLUMN INSTRUCTIONS

Column Month 1: Enter the data for the first month of the applicable quarter.

Column Month 2: Enter the data for the second month of the applicable quarter.

Column Month 3: Enter the data for the third month of the applicable quarter.

Column Quarter Total: It is the sum of Columns Month 1, Month 2 and Month 3.

ITEM INSTRUCTIONS**PART A. LEGAL TRAINING AND TECHNICAL ASSISTANCE SERVICES**

Part A summarizes the type of LTTAA activities conducted and number of services provided.

1. **Legal training and technical assistance services provided during the quarter (Sum of Items 1a through 1f):** Enter the number of legal training and technical assistance services provided in each month during the quarter. ***This item is automatically calculated. [Cells 1-4]***
 - a. **Webinars:** Enter the unique and unduplicated number webinars provided in each month during the quarter. The duration of time for the Webinars must be a minimum of 90 minutes. This activity consists of a web-based format where the training is accessible via the web and provides substantive training and/or information on legal immigration topics, which include, but are not limited to: Naturalization, VAWA, SIJS, U-VISA, DACA, T-Visa, Asylum, Know Your Rights, Immigration Policy, and Family-Based Petitions. Materials may include, but are not limited to: PowerPoint slides, substantial handouts, infographics, fact sheets, and toolkits. The content of the material must be unique and different per activity. ***Cell 8 Quarter Total is automatically calculated. [Cells 5-7]***
 - b. **Webinars (Duplicated):** Enter the duplicated number Webinars provided in each month during the quarter. The duration of time for the Webinars must be a minimum of 90 minutes. This activity consists of a web-based format where the training is accessible via the web and provides substantive training and/or information on legal immigration topics, which include, but are not limited to: Naturalization, VAWA, SIJS, U-VISA, DACA, T-Visa, Asylum, Know Your Rights, Immigration Policy, and Family-Based Petitions. Materials may include, but are not limited to: PowerPoint slides, substantial handouts, infographics, fact sheets, and toolkits. The content of the material must be unique and different per activity. ***Cell 12 Quarter Total is automatically calculated. [Cells 9-11]***

c. **In-Person Training:**

Enter the unique and unduplicated number of In-Person Training provided in each month during the quarter. The duration of time for the In-Person Community Trainings must be a minimum of 120 minutes. This activity consists of interactive in-person training where the training is held in a conference center or open space where participants travel and attend the in-person training to learn about substantive immigration legal topic, which include, but are not limited to: Naturalization, VAWA, SIJS, U-VISA, DACA, T-Visa, Asylum, Know Your Rights, Immigration Policy, and Family-Based Petitions. Materials may include, but are not limited to: PowerPoint slides, substantial handouts, infographics, fact sheets, and toolkits. The content of the material must be unique and different per activity. ***Cell 16 Quarter Total is automatically calculated. [Cells 13–15]***

d. **In-Person Training (Duplicated):**

Enter the duplicated number of In-Person Training provided in each month during the quarter. The duration of time for the In-Person Community Trainings must be a minimum of 120 minutes. This activity consists of interactive in-person training where the training is held in a conference center or open space where participants travel and attend the in-person training to learn about substantive immigration legal topic, which include, but are not limited to: Naturalization, VAWA, SIJS, U-VISA, DACA, T-Visa, Asylum, Know Your Rights, Immigration Policy, and Family-Based Petitions. Materials may include, but are not limited to: PowerPoint slides, substantial handouts, infographics, fact sheets, and toolkits. The content of the material must be unique and different per activity. ***Cell 20 Quarter Total is automatically calculated. [Cells 17–19].***

e. **Materials or Practice Advisories:** Enter the unique and unduplicated number of materials or practice advisories provided in each month during the quarter. Practice Advisories must be substantial content that is complete and provide a comprehensive analysis of current and/or new immigration policy and legal materials, which may include, but are not limited to a particular area of topic such as Naturalization, VAWA, SIJS, U-VISA, DACA, T-Visa, Asylum, Know Your Rights, and Family-Bases Petitions. Materials must include substantial content that is complete and provide a comprehensive analysis of education and outreach strategies or other topics requested by CDSS. Materials or Practice Advisories must be printed materials that may include, but are not limited to: substantial handouts, toolkits, resources, and brochure. The content of the material must be unique and different per activity. ***Cell 24 Quarter Total is automatically calculated. [Cells 21–23]***

f. **Consultation Hours for Contractors:** Enter the unique and unduplicated number consultation hours provided in each month during the quarter. The LTTA contractors are responsible for keeping the record and tracking the time of each consultation in increments of quarter of an hour. The consultation consists of one-on-one or groups, and the consultation can be conducted in-person, phone, or via email. The topic may include, but are not limited to: complex immigration cases, issue spotting, screening and referrals, immigration fraud, managing and supervising an immigration program, language access, cultural competency, and case management systems. ***Cell 28 Quarter Total is automatically calculated. [Cells 25–27]***

PART B. ORGANIZATIONAL PRACTICES

Part B captures qualitative information regarding organizational practices during the quarter. This includes challenges encountered, key lessons learned or promising practices, and collaborative efforts with other CDSS contractors.

2. Of the Webinars reported in Item 1a-b, what topics were covered?

Enter a brief description of the topics that were covered/discussed in the webinars. Attach copies of the materials for the Webinars reported for the corresponding quarter. **[Cell 29]**

3. Of the In-Person Training reported in Item 1c-d, what topics were covered and in which regions and counties were these training held?

Enter a brief description of the topics that were covered/discussed in the in-person training and the regions and counties in which the services were provided. Attach copies of the materials for the In-Person Training reported for the corresponding quarter. **[Cell 30]**

4. Of the Materials or Practice Advisories reported in Item 1e, what topics were covered?

Enter a brief description of the materials developed for the Materials or Practice Advisories. Attach copies of the materials for the Materials or Practice Advisories for the corresponding quarter. **[Cell 31]**

5. Of the Consultation Hours for Contractors reported in Item 1f, what topics were covered?

Enter a brief description of the topics that were covered/discussed in consultation hours. Attach copies of any recording/tracking materials for the consultations provided for the corresponding quarter. **[Cell 32]**

6. What challenges or barriers were discovered during the quarter?

Describe any challenge or barrier encountered for the corresponding quarter. **[Cell 33]**

7. Identify the CDSS contractors assisted during the quarter.

Select all that apply for CDSS contractors who participated/received LTТА service for the corresponding quarter. To identify the contractor, select from the list included in Items 7a-7 cg by entering the number “1”. Item 7 has been revised, **the check box is now disabled to meet the accessibility requirements.**

COMMENTS**General Comments:**

Use this section to explain any major fluctuations in data and provide any comments your organization determines necessary, including major changes in procedures, programming or staffing that have affected the data.

**This section may be left blank if there are no applicable comments for the report quarter.*

CONTACT & SUBMISSION INFORMATION**For this section enter the corresponding contact information:**

- Enter the contact information of the staff who completes and submits the reporting form. Include the name, job title or classification, telephone number, extension and e-mail address of the person to contact if there are questions about the report.
- Enter the date the report is submitted.

The following steps are necessary to submit the report:

- The CDSS requires all reporting forms be submitted electronically via **e-mail** using the provided Excel automated report forms found at <http://www.cdss.ca.gov/dssdb/> and emailed individually to the corresponding email address. Each reporting form has a unique email address and each report should be sent to the corresponding email address:

LTТА: admisltta@dss.ca.gov

- A specific naming convention has been designated for the FY 2017-18 reporting forms. For the IS-LTTA Reporting form, use the following naming convention and include the naming convention in the email subject line:

FY 17-18 LTTA “Contractor Name” Quarter # (include the quarter for the period covered)

Example: FY 17-18 LTTA_CLINIC_Q1.

- For technical assistance or challenges with the reporting forms, contact DSSDB using the technical support e-mail: admdssdbts@dss.ca.gov.
- For program-related content questions, contact your assigned analyst or submit your questions to: ImmigrationServices@dss.ca.gov